

STATE OF ALABAMA  
**DEPARTMENT OF YOUTH SERVICES**

BOB RILEY  
GOVERNOR

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J. WALTER WOOD, JR.  
EXECUTIVE DIRECTOR

January 1, 2007

TO: All DYS Campus Administrators, Business Managers, &  
School District Administrators

FROM: Mrs. LeTonya Bowman, Chief Accountant, Support Operations  
Mrs. Pamela Hunt, Accounting, Support Operations

RE: ***IN-STATE & OUT-OF-STATE TRAVEL CLAIMS PROCEDURES***

Happy new fiscal year! Please read the following information concerning out-of-state and in-state travel claim processing procedures. The submission of original receipts and documents are now required. In addition, to ensure that travel claims are original, the traveler's signature should be done in **blue ink**. Please adhere to these procedures and requirements so that we and the state comptroller's office may process your travel claim expeditiously.

**IN-STATE TRAVEL CLAIMS** (***Mileage change July 1, 2008 is 58.5 cent per mile***)

As of January 1, 2007, everyone is required to use the new in-state travel claim (copies are attached). Copies of this form may be obtained at [www.comptroller.state.al.us](http://www.comptroller.state.al.us) (click on "online forms") or at [www.dys.alabama.gov](http://www.dys.alabama.gov) . click on "forms" to access). You may download the travel claim, and type it; the travel claim is formatted so that as you input your per diem and mileage, calculations are done automatically. ***Please ensure that your completed in-state travel claim has the following:***

- Name of the **city** of official station /base (not the facility's name)
- Employee's/traveler's full name
- Correct and complete social security number
- Current mailing address
- Each travel date listed for each day of travel
- In the points of travel: name of the city is required; omit county/facility's name
- Report private car miles in whole numbers; multiply mileage total by current rate of **58.5 cent**. (***Should the mileage rate change, you will be notified.***) You are welcome to use ***mapquest*** or ***mappoint internet sites*** to calculate mileage, and always use the shorter distance ( from home or base to your destination) when claiming mileage
- Claim per diem according to the hour of departure & return to base or home; \$11.25 (over 6 hours traveled from official base/station; \$30.00 (over 12 hours); \$75.00 (overnight per diem for each day employee/traveler is away from base for overnight official state travel. A ***request for training*** (if applicable) is required to accompany your travel claim if one claims overnight per diem.
- Complete & original signature of the traveler is required (use blue ink).
- Immediate supervisor's approval/initials are required for processing all travel claims

- When requesting reimbursement of registration/conference fees, submit original, paid receipts, (for example: credit card receipts, *copy of* bank processed check, paid receipt, paid invoice from conference host).

### **OUT-OF-STATE TRAVEL CLAIMS**

The following items are required prior to processing an out-of-state travel claim:

- A **completed** OUT-OF-STATE TRAVEL AUTHORIZATION form. On this form, the employee states a brief purpose for requesting out of state travel, estimates costs of the conference/training; this form is signed by the employee/traveler, the employee's division head, departmental director and the Governor. Copies of this form can no longer be accepted. **To ensure that the original out of state travel authorization is submitted to the comptroller's office, we are implementing the following:**
- The original out-of-state travel authorization form will be retained by accounting **after** it has been approved by the Governor. We will fax or mail a copy of the form to the employee/traveler
- Also required for submission with the out-of-state travel authorization form, an itinerary or an agenda of the conference/training and/or other supporting documents fully explaining the conference/training.

***Upon completion of traveling out-of-state, the following documents are required:***

- A completed, original STATEMENT OF OFFICIAL OUT-OF-STATE TRAVEL form.
- If the employee's mode of travel is by air, include the complete airline itinerary and airline ticket receipt (an e-ticket will show confirmation of payment).
- An itemized hotel receipt with a zero balance (ensure that the hotel receipt has the hotel's address & telephone number imprinted on the receipt). If the hotel receipt reflects more than one occupant, provide notation that the hotel rate not affected by number of occupants.
- All receipts, including cabs, shuttles, parking, etc. Meal receipts are optional because of the \$39.00 per day meal allowance. Meal reimbursements depends on hours of departure and return to home or base, ***and*** if any meals were provided during traveler's attendance at conference/training. The traveler/employee is entitled to the full \$39.00 per day meal allowance if he or she departs from home or base before 6:00am and returns to home or base after 6:00pm (*please refer to [www.comptroller.state.al.us](http://www.comptroller.state.al.us) "Fiscal Policy & Procedures Manual," pages 6-19 & 6-23 for details in obtaining reimbursement for meals*).

Thank you for your attention to these procedures. Travel claims not adhering to these procedures and requirements will be returned to the traveler for corrections.

***For your convenience, the following has been provided:*** copies of both the in-state and out-of-state travel forms, which are also accessible at [www.comptroller.state.al.us](http://www.comptroller.state.al.us), and at [www.dys.alabama.gov](http://www.dys.alabama.gov). Please disseminate this information to your employees as the need arises.

As always, if we may provide additional assistance, please call 334.215.3847

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